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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, General Services Branch

FROM : Acting Chief, Telephone Section

SUBJECT: Telephone Section Monthly Report

DATE: 31 January 1950

Noted hereon are charges for services rendered by The Chesapeake and Potomac Telephone Companies and the American Telephone and Telegraph Company for the month of November, 1949.

Telephone Service Bill	\$8,425.76
Long Distance Bills	1,019.95
M.B. Private Outside Telephones	242.01
T.T. Channels, L.L.'s, P.L.'s and TWX	4,419.64
Miscellaneous	24.25
Total	\$14,131.61

The following information was requested in your memorandum dated 21 November 1949.

For the month of November 1949:

- a. Total number and cost of outside local calls placed over switchboards, Executive 6115 and Executive 7491---  
No. of calls--- 60, 315. Total Cost---\$1,962.74
- b. Non-recurring installation charges for new station equipment---\$115.50.
- c. Recurring rental of new station equipment less value of station equipment disconnected--- increase of \$18.56.
- d. Non-recurring move or relocation charges for station equipment already in use---\$112.46.

Also, listed below are estimated amounts for services to be rendered during the month of February, 1950.

Telephone Service Bill	\$10,000.00
Long Distance Bills	1,200.00
M.B. Private Outside Telephones	300.00
T.T. Channels, L.L.'s, P.L.'s, and TWX	4,500.00
Miscellaneous	50.00
Total	\$16,050.00

A total of 41 requisitions for services were processed by this section during the month of January, 1950. These included requests for moves, change of equipment, additional equipment, termination of equipment, etc.

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